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***Transfer of
your resume to
the new Army
Resume Builder
is not automatic.***

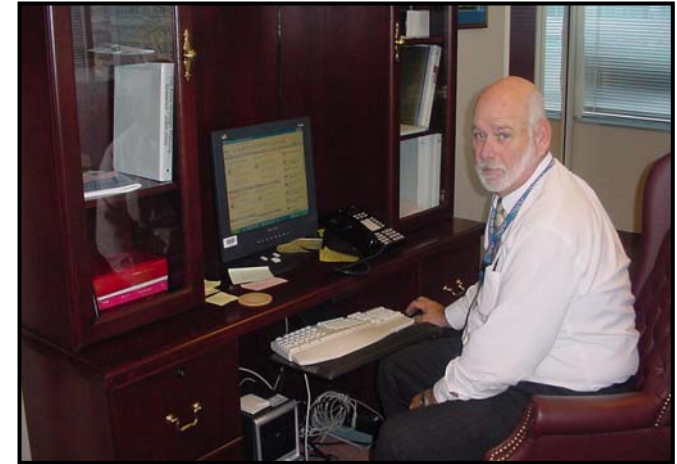
TLCTimes

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Army's Latest Automated Human Resources (HR) Tool Is for Everyone!

On December 20th the Army launched a new and improved worldwide CPOL Portal. The portal is a "one-stop shop" site that provides improved public accessibility to employment opportunities and reference information. In addition, Army civilian employees, managers, and personnelists may use their Army Knowledge On-Line (AKO) login rights to enter the Employee Portal.

Once logged in, the full complement of Army HR automated tools makes it easy for managers to view employee records, track Requests for Personnel



Mr. Dave Brooks, SC CHRA Regional Director, demonstrates the use of the new Army CPOL Portal.

Actions, and view and monitor employees' reported pay problems.

To facilitate a seamless transition, "How To" movies are available on the CHRA web

page at
<http://www.chra.army.mil/howtomovies/index.htm>.

The new Army CPOL Portal is available at
<http://acpol.army.mil>.

Don't Let Your Army Resume Disappear!

On 18 January 2005, the Army deploys a new version of the Army Civilian Resume Builder and ANSWER. The deployment of the new Resume Builder is necessary to modernize, simplify and integrate with changes required by OPM's new "Recruitment One-Stop" initiative.

The new tool combines both the Resume Builder and ANSWER into one application providing a number of benefits to applicants.

Transfer of your resume in the current Army Resume Builder to the new version is not automatic. Although efforts were made, the infrastructure changes between the old and new versions were too significant to allow an automatic transfer. Your resume will not appear in the new builder. A text copy will be accessible to you through the ANSWER system.

You must access the new Resume Builder and create your resume. You can do this by first accessing your text resume from

ANSWER, highlight and copy your resume into a word processing document. Be sure to save this document. When you are ready to create your new resume, simply cut and paste pertinent sections of the resume you saved in your word processing document into the applicable worksheet blocks in the new Resume Builder.

For additional information see:
<http://acpol.army.mil/employment/qa.htm>

Upcoming Courses

Admin Skills for Success
--Dealing with Difficult People
January 19, 2005
\$30 per person
Redstone Arsenal, AL

ILDC
January 24, 2005
April 18, 2005
June 6, 2005
July 25, 2005
September 12, 2005
Redstone Arsenal, AL

Delegation of Training Authority (VTT)
January 27, 2005
Contact your CPAC

Medical Issues in the Workplace (VTT)
February 15, 2005
No cost
Contact your CPAC

Mid-Career Planning
February 15, 2005
\$99 per person
Ft Jackson, SC

PreRetirement (FERS)
February 16, 2005
\$99 per person
Ft Jackson, SC

Basics of Army Writing
February 16, 2005
\$48 per person
USASOC, Ft Bragg, NC

PreRetirement (CSRS)
February 17, 2005
\$99 per person
Ft Jackson, SC

Advanced Army Writing
February 17, 2005
\$48 per person
USASOC, Ft. Bragg, NC

Admin Skills for Success
--Maintaining Peak Performance
April 20, 2005
\$30 per person
Redstone Arsenal, AL

What's in Your Records?

Usually it is when a person is about to be considered for a new job or preparing for some type of a board, that they take the time to check the information in their employment records. Every day individuals are surprised to find that their education level is not accurate. They think if they've informed a supervisor or someone else about a change in their education level, it will be recorded.

Or if they haven't had any changes but have moved several times, their records will stay in tact. But that's not the case. With the number of changes in database systems during the past several years, much information has been lost. It's also important to know that even if this information is stored in a database at your local major command, it's not transferable into Defense Civilian Personnel Data

System (DCPDS) without added processing. Employees of the South Central Region can go to our web site and download the Education Update form that can be faxed to us for information entry into DCPDS. With the rapid changes in the DoD civilian employment community and the opportunities to excel, it's important to know how accurate your records are. To get answers on completing the form, contact us at 256.842.6645 (DSN 788)

Web-Based Training is Free and Convenient

Getting the money to attend training has become harder than winning the lottery and training has become more and more expensive. We have to look to alternative sources to fulfill our needs. That alternative is right there on our own computers web-based training. Where is it located? It is located at <https://usarmy.skillport.com>. What do I need to get started? All you have to have is a valid AKO account and then register for a Skill-Port user ID and password.

What types of classes are offered? You will find classes related to business practices, to classes covering the wide arena of computer hardware and software, to business writing and many, many more. There is a large catalog to help in finding the right course for you.

Now for the convenient part, you can use the computer at your desk. You can do the course at your own pace in your

own time. If you have access to the internet from home you can also do the courses from the convenience of your own home computer.

There are classes for everyone. So just don't sit there.....

Go out there and get yourself a user ID and logon to have a great learning experience.

Long-Term Training (LTT)

Did you know that you may be eligible to attend training to keep abreast of changes and innovations in your occupational field, learn new skills, or develop/improve abilities needed for your current or future position?

Each year a variety of LTT opportunities are provided by Department of Army

and other activities. The most popular recurring programs are Senior Service College Programs, university training, developmental assignments, training with industry, and opportunities open to all Career Programs.

These programs are announced annually in the ACTEDS Training Catalog

or by separate program announcements. Detailed information on course description, eligibility requirements, selection procedures, and nomination suspense dates may be found at:

www.cpol.army.mil/library/training/catalog/toc.html

To learn more, email john.bentley5@us.army.mil